

General Training – Supplemental Labor

The following courses are Institutional Training Requirements that are required for Supplemental Labor Contract employees who are expected to perform work for LLNS more than 14 days in a year. These courses are not specifically associated with the employee’s work assignment and should be charged to project/task 40415/INST_TRAIN. Supplemental Labor Contract employees should charge the GET project/task for time spent completing the course. The top section shows courses that are required when the person initially works for LLNS and the bottom section shows courses that have annual or biennial repeats.

General Training				
Course Number	Initial General Training Courses Required for Supplemental Labor Contractors working for LLNS >14 days in a year	Course Length in Hours	Repeat Frequency	
CA0701-W ¹	Quality Assurance Awareness	0.13	1x	
CL0012-W ¹	Export Control at LLNL	0.5	1x	
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.25	12 mos.	
CS0190-W	Controlled Unclassified Information Overview	1.0	1x	
EM0001-W	Emergency Preparedness Protective Action Overview	0.33	1x	
HS0001	New Staff Safety Orientation	1.5	1x	
HS0100-W	ES&H Annual Briefing	0.33	12 mos.	
HS4258-W	Beryllium Awareness	0.5	1x	
HS6001-W	General Employee Radiation Training	0.5	1x	
PA0012-W	Drug Free Workplace Training and Education	0.5	1x	
SC9921 ²	Initial Security Briefing	0.92	1x	
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	
SF0005-W ¹	LLNL Counterintelligence Program Initial Training	0.42	1x	
	Total Initial Hours	7.21		
Course Number	Repeat / Refresher General Training Courses Required for Supplemental Labor Contractors working on site > 14 days in a year	Course Length	Repeat Frequency	Average Annual Hours
CA0701-RW ¹	Quality Assurance Awareness Refresher	0.06	36 mos.	0.02
CL0012-RW ¹	Export Control at LLNL Refresher	0.5	24 mos.	0.25
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.25	12 mos.	0.25
CS0190-RW	Controlled Unclassified Information Refresher	0.5	36 mos.	0.17
EM0001-RW	Emergency Preparedness Protective Action Overview Refresher	0.17	24 mos.	0.08
HS0100-W	ES&H Annual Briefing	0.33	12 mos.	0.33
HS4258-RW	Beryllium Awareness Biennial Refresher	0.25	24 mos.	0.125
HS6001-RW	General Employee Radiation Training Refresher	0.17	24 mos.	0.08
PA0012-RW	Drug Free Workplace Training and Education Refresher	0.17	24 mos.	0.08
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	0.33
SF0005-RW ¹	LLNL Counterintelligence Program Annual Refresher Training	0.17	12 mos.	0.17
	Total Hours	2.9	Annual Hours	1.88

¹These courses are not offered externally. They must be accessed through LTRAIN.

²For persons with L or Q clearance held by LLNS – Required courses: *SC9922 Comprehensive Security Briefing*, [SC0004-W Technical Surveillance Countermeasures \(TSCM\) Briefing](#), and [SC9922-RW Annual Security Refresher Briefing for Cleared Individuals](#).